

From: "Doyle, Emma K. EOP/WHO" (b) (6)

To: "emily.murphy@gsa.gov" <emily.murphy@gsa.gov>

Subject: **Contact question**

Date: Mon, 13 Apr 2020 21:53:42 +0000

Message-ID: <6DF14999-52C0-4743-9C59-9F9C14AB817A@who.eop.gov>

X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: b47b947428298c57a422f046aa26b1fd

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Hey Emily - sorry to bother you during what I'm sure is a crazy time, but a friend of a friend had a question about getting his company on the GSA schedule to be able to service USG contracts, and while I don't know the person or company in question, I said I'd reach out to you to see if there's someone at GSA to whom I can steer these folks.

Hopefully an easy one - I know this is several levels below your pay grade, but figured it couldn't hurt to ask.

Hope you're well, and looking forward to catching up when grabbing a drink after work is possible again!

Best,  
Emma

From: "Liddell, Christopher P. EOP/WHO" (b) (6)

To: "Moorhead, Quellie U. EOP/WHO" (b) (6)

Subject: **Election Night Drinks**

Date: Thu, 1 Nov 2018 12:59:24 +0000

Message-ID: <92b6b4d1f3de4540874aed1078d047ea@who.eop.gov>

X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: a34ace652dd21541e31229e0f610f246

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Hi All

We'd love to have you ( and your wife/husband/partner) over for drinks to watch election night unfold

Time – next Tuesday 6.00pm until whenever

Address – (b) (6)

Light food and a drink ( to celebrate...)

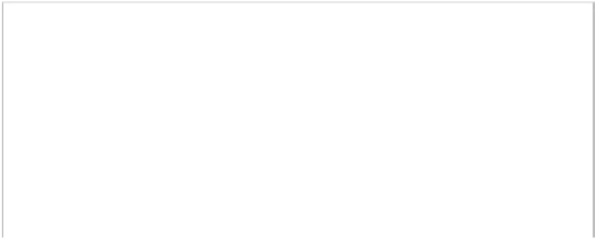
Please let Quellie (b) (6) know if you can make it by COB tomorrow so we can gauge numbers

Chris and Renee

Message-ID: <CALC5MExc1PdJmK1KgNk0LkN8+u4sf5AvCE8n89c87o9k1ozhSw@mail.gmail.com>  
Date: Tue, 24 Oct 2017 21:33:12 +0000  
Subject: **Follow Up**  
From: Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>  
To: "DeStefano, John J. EOP/WHO" (b) (6) [REDACTED]  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: f8800944ef5415b8a48e5ea67013029e

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Hi Johnny -  
I know you are swamped, but is there any time we could talk in the near future? I'm happy to come over, grab coffee or a drink, or just do a phone call. I think I need to follow up with you on our last meeting.  
Thanks,  
Emily  
--



Message-ID: <CALC5MEyQxBBzDzUjY40taLJnw0a7=oK-dLMnedepx2dAhOZfEQ@mail.gmail.com>  
Date: Mon, 05 Feb 2018 16:26:11 +0000  
Subject: **Fwd: Catch Up**  
From: Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>  
To: Carla Virgilio <[carla\\_virgilio@gsa.gov](mailto:carla_virgilio@gsa.gov)>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 129c95d5694891f0526be383885fe3b7

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Did you have a chance to reach out to him? Suggest a drink.

----- Forwarded message -----  
From: Lira, Mathew L. EOP/WHO (b) (6)  
Date: Fri, Feb 2, 2018 at 5:56 PM  
Subject: Catch Up  
To: [emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov) <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>

Are you in town next week – let’s catch up if so.

--



EMILY W. MURPHY  
ADMINISTRATOR  
U.S. GENERAL SERVICES ADMINISTRATION  
202.501.0800  
[Emily.Murphy@gsa.gov](mailto:Emily.Murphy@gsa.gov)    [www.gsa.gov](http://www.gsa.gov)

From: Brennan Hart - S <brennan.hart@gsa.gov>  
Date: Fri, 26 May 2017 13:58 03 -0400  
Message-ID: <CAJjTa=QmRBoRY39oa8EZx7382c=NeYwWXpBhKuYvcYHzbZ8gaQ@mail.gmail.com>  
Subject: **Fwd: COMMS HAPPY HOUR**  
To: Emily Murphy - AC <emily.murphy@gsa.gov>, Mike Downing - AC <michael.downing@gsa.gov>, Jeff Post - S <jeffrey.post@gsa.gov>, Emily McBride - A <emily.mcbride@gsa.gov>, Bridget Brennan - AC <bridget.brennan@gsa.gov>, corey.cooke@gsa.gov, Richard Beckler - L <richard.beckler@gsa.gov>, Robert Sinners - WA <robert.sinners@gsa.gov>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: fd18c7130b7001afec89183605ba99f6

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-----  
P. Brennan Hart III  
Associate Administrator, Congressional & Intergovernmental Affairs  
202-501-0563 (main)  
202-969-7292 (direct)  
(b) (6) (mobile)  
Brennan.Hart@GSA.gov

----- Forwarded message

**From:** "Dorr, Kaelan K. EOP/WHO" (b) (6) >  
**Date:** May 26, 2017 at 1:47:10 PM EDT  
**To:** "Dorr, Kaelan K. EOP/WHO" (b) (6)  
**Subject:** COMMS HAPPY HOUR

Attention! Attention! [This is an urgent news bulletin!](#)

Have you ever sat around and wondered aloud to yourself “Man, how cool would it be if WH comms, Cabinet Affairs and Cabinet Communicators all happened to show up at the same bar at the same time after work?” Well wonder no further! I wanted to invite all the comms folks in our Cabinet agencies as well as our WH comms crew to meet at The Bottom Line (1716 I St NW, Washington, DC 20006) tonight around 5:30pm EST for drinks and fellowship. Totally informal event – absolutely zero structure, but figured it’d be fun to get everyone in one place and socialize outside of work. Feel free to forward this along to anyone I missed...or really anyone at all...and holler if you have any questions!

From: Brian Barnes - AC <brian.barnes@gsa.gov>  
Date: Tue, 31 Jul 2018 10 06:45 -0400  
Message-ID: <CAE2A04824KHokPZ5Y=YLp=g4V-mrtjf5Uj4AUeJPC8jkwRFF2Q@mail.gmail.com>  
Subject: **Fwd: FW: White House Tour - TOMORROW**  
To: Emily Murphy - A <emily.murphy@gsa.gov>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: d29ff54a91d6c5a7196869bf0e92dd49

FYI

----- Forwarded message -----  
From: **McBride, Emily J. EOP/WHO** (b) (6)  
Date: Tue, Jul 31, 2018 at 9:56 AM  
Subject: FW: White House Tour - TOMORROW  
To: Brian Barnes - AC <brian.barnes@gsa.gov>

**Emily J. McBride**  
Associate Director  
Office of Cabinet Affairs  
The White House  
C: (b) (6)  
D: (b) (6)  
(b) (6)



**From:** White House Tours - No Reply (b) (6)  
**Sent:** Tuesday, July 31, 2018 9:39 AM  
**To:** McBride, Emily J. EOP/WHO (b) (6)  
**Subject:** White House Tour - TOMORROW



Hello,

Your self-guided tour of the White House for the **Emily Murphy Group #1** group, (CS-1643766), for 7 of the 7 requested guests is tomorrow at **09:30 AM**.

**What's Next?**

 <b>Confirm Responses</b> <a href="#">Guest List</a>	 <b>Print Boarding Pass</b> <a href="#">Boarding Pass</a>
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**What Guests Must Bring With Them**

**A Valid Government-Issued Photo ID**

Ⓜ Drivers Licenses, Military IDs, Green Cards, and Passports are all valid forms of identification. US Citizens who are age 17 and under do not need a government-issued ID.

**Foreign Passport**

All foreign nationals must present a passport, regardless of age.

**RSVP Information Must Match Your ID**

All security information submitted to the White House using the RSVP link must match the valid, government-issued photo ID presented to US Secret Service on the day of your tour.

**Printed Boarding Pass**

Once your guests have cleared, you will receive an email with their tour boarding pass attached. If you are booking this tour on behalf of others, you must send this boarding pass to your guests. All guests are required to present the boarding pass on the day of their tour.

**Arrival Instructions**

**Arrive 15 Minutes Before Scheduled Tour Time**

This will help facilitate check in and clearing security.

**Enter the White House Complex at the intersection of 15th St NW and Alexander Hamilton Place NW**



**Friendly Reminders**

**Dress for the weather**

Guests will be standing outside before their tour.

**Eat a snack and hydrate prior to arrival**

Guests are prohibited from bringing outside food and drink into the White House.

**There are no restrooms available inside the White House**

Restrooms are located at the Ellipse Visitor Pavilion and the White House Visitor Center.

**Only approved guests are permitted on tours**

Unapproved additions and/or substitutions to your guest list are strictly prohibited and will be turned away by US Secret Service.

**Tours are self-guided**

Secret Service Officers are posted throughout the White House to provide historical information, all you have to do is ask!

**What to leave at home**

✓ Certain items are [prohibited](#). Guests should not bring these items with them as there is nowhere to store belongings and US Secret Service will confiscate certain materials and items.

On behalf of President and Mrs. Trump, we look forward to seeing you tomorrow.

Sincerely,

White House Visitors Office

*The White House • [1600 Pennsylvania Avenue, N.W.](#) • [Washington, D.C. 20500](#)*

GSA

BRIAN F. BARNES  
WHITE HOUSE LIAISON  
U.S. GENERAL SERVICES ADMINISTRATION  
202.357.5883  
Brian.Barnes@gsa.gov    [www.gsa.gov](http://www.gsa.gov)

From: Charlotte Phelan - QM <[charlotte.phelan@gsa.gov](mailto:charlotte.phelan@gsa.gov)>  
Date: Fri, 27 Mar 2020 19 01:59 -0400  
Message-ID: <CAHW5SgGcrfg6p1xwCXS=x8g0kVVRKLO=h9Q7hzryYVHax7dHBw@mail.gmail.com>  
Subject: **Fwd: hand sanitizer**  
To: Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: c672f8262e10df8eb7c22209e23d90bb

Emily,

I wanted to send this status to you since it came in from the Assistant Secretary to you directly.

It took a couple days to sync with Mike Thomas, my team was able to talk with him today. He and his staff were interested in the quickest way to procure hand sanitizer. We walked them through how to acquire hand sanitizer quickly with a Government charge card purchase. We also provided them with 2 sources, and explained that those sources could be out quickly so they would need to act fast. Mike was grateful for this information and said they would reach back to us to do a GSA assisted procurement along with a CC purchase they would make themselves. Bruce Spainhour provided his contact information so Mike's team could reach out to him directly if needed. Please let me know if you have any questions. Thanks (and I hope you are having a drink and watching a good movie)

v/r, Charlotte

----- Forwarded message -----  
From: <[David.Eisner@treasury.gov](mailto:David.Eisner@treasury.gov)>  
Date: Mon, Mar 23, 2020 at 11:25 AM  
Subject: Re: hand sanitizer  
To: <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>  
Cc: <[charlotte.phelan@gsa.gov](mailto:charlotte.phelan@gsa.gov)>, <[Michael.Thomas@treasury.gov](mailto:Michael.Thomas@treasury.gov)>

Thanks so much for the fast reply.  
DAS Mike Thomas (cc'd) is our lead.

Thank you again.  
David

**From:** Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>  
**Date:** March 23, 2020 at 11:21:34 AM EDT  
**To:** Eisner, David <[David.Eisner@treasury.gov](mailto:David.Eisner@treasury.gov)>  
**Cc:** Weichert, Margaret M. (b) (6), Charlotte Phelan - QM <[charlotte.phelan@gsa.gov](mailto:charlotte.phelan@gsa.gov)>  
**Subject:** Re: hand sanitizer

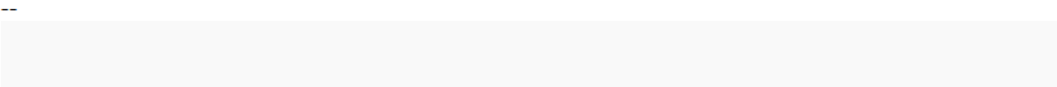
**\*\* Caution:** External email. Pay attention to suspicious links and attachments. Send suspicious email to [suspect@treasury.gov](mailto:suspect@treasury.gov) \*\*

Hi David -  
I'm adding Charlotte Phelan, whose team is sourcing hand sanitizer. I'm sure she can work with your designee to get more for Treasury.  
Emily

On Mon, Mar 23, 2020 at 11:12 AM <[David.Eisner@treasury.gov](mailto:David.Eisner@treasury.gov)> wrote:

Hello Emily – Hope you are holding up.  
Believe that you mentioned on call last week that GSA had procured a lot of hand sanitizer.  
As you know, Treasury manages two of its buildings and we are short.  
Is there someone in your org who we can contact to determine if we can get some from GSA?  
Many thanks,  
David

David F. Eisner | 202-622-2014 | [david.eisner@treasury.gov](mailto:david.eisner@treasury.gov)  
Assistant Secretary for Management | U S Department of the Treasury  
1500 Pennsylvania Ave , NW, Washington, D C 20220

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U.S. GENERAL SERVICES ADMINISTRATION  
202.969.7277  
Emily.Murphy@gsa.gov    www.gsa.gov

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**Charlotte Phelan**  
Assistant Commissioner  
Office of Travel, Transportation and Logistics  
1800 F Street, NW  
Washington / DC  
Mobile: (b) (6)  
E-mail: [charlotte.phelan@gsa.gov](mailto:charlotte.phelan@gsa.gov)

Message-ID: <CALC5MEydKmNcTiNB=Y2vqzC4x3dBQ=pbfp5x9w1avac36-Fw@mail.gmail.com>  
Date: Fri, 03 Mar 2017 16:27:05 +0000  
Subject: **Fwd: Julie Roberts**  
From: Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>  
To: Karla Hester - CPX <[karla.hester@gsa.gov](mailto:karla.hester@gsa.gov)>, Mike Downing - AC <[michael.downing@gsa.gov](mailto:michael.downing@gsa.gov)>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 2e1b82a90031ad7d015b3352c55b033c

----- Forwarded message -----  
From: Doocey, Sean E. EOP/WHO (b) (6)  
Date: Fri, Mar 3, 2017 at 11:08 AM  
Subject: RE: Julie Roberts  
To: Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>, [jack.stjohn@gsa.gov](mailto:jack.stjohn@gsa.gov) <[jack.stjohn@gsa.gov](mailto:jack.stjohn@gsa.gov)>

Temp Schedule C would be great.

We should do gift vault followed by drinks someday. No reason not to combine two things into one.

Thanks!

Sean

**From:** Emily Murphy - A [mailto:[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)]  
**Sent:** Friday, March 3, 2017 11:07 AM  
**To:** Doocey, Sean E. EOP/WHO (b) (6); [jack.stjohn@gsa.gov](mailto:jack.stjohn@gsa.gov)  
**Subject:** Re: Julie Roberts

Absolutely. Can we use a TEmP Sched C, or should we use the normal process?

On the gift vault, we can get you in any day before 3 pm- just let us know when.

Also, may I bend your ear at some point? I'll keep it brief, unless you want to grab a drink.

On Fri, Mar 3, 2017 at 11:01 AM Doocey, Sn E. EOP/WHO (b) (6) wrote:

Hello!

The VP has asked that we help Julie locate a position while her Top Secret investigation is completed at FEMA. Is there a role at GSA where she could help for a couple of months and positively contribute?

Thanks, Sean

Sean Doocey  
Special Assistant to the President &  
Deputy Director of Presidential Personnel  
E: (b) (6)  
O: (b) (6)  
M: (b) (6)

--

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Cheers,  
Amy

Amy Childers Benson | SAIC

Vice President | Government Affairs

phone: (b) (6) | mobile: (b) (6)

(b) (6) | [saic.com](http://saic.com) | [@SAICinc](https://twitter.com/SAICinc)

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v.E.1

From: "Pinkerton, Elizabeth D. EOP/WHO" (b) (6)

To: "Emily Murphy (emily.murphy@gsa.gov)" <emily.murphy@gsa.gov>

Subject: **Hey**

Date: **Wed, 8 Aug 2018 21:15:50 +0000**

Message-ID: <f19316e0634b4e9b9b0407773d12cf95@who.eop.gov>

X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: 893e5573a322d9f493ad5c695af8888f

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Hi Emily,

Hope your travels are going smoothly.

Missed you yesterday, but your team represented GSA well!

Lemme know if you want to grab a drink when you get back.

Hang in there!!!

Elizabeth Dial Pinkerton

Director

President's Commission on White House Fellowships

main: 202-395-4522 | direct: (b) (6)

(b) (6)

From: "Kelly, Marcia L. EOP/WHO" (b) (6)

To: 'Emily Murphy - A' <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>

Subject: **Lunch sometime**

Date: Fri, 16 Feb 2018 15:20:35 +0000

Message-ID: <c9a912ff9572457d9088f14876bfc7c0@who.eop.gov>

X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: 4ea7e4216e1694d14a97d8dc14e7b189

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Hi

May we do lunch or grab a drink sometime?

*Marcia Lee Kelly*

Deputy Assistant to the President

Director, White House Management and Administration

Director, Executive Office of President - Office of Administration

(b) (6)

From: "Kent, Suzette K. EOP/OMB" (b) (6)  
To: "emily.murphy@gsa.gov" <emily.murphy@gsa.gov>  
Subject: **New Orleans Agenda**  
Date: Tue, 31 Jul 2018 18:20:29 +0000  
Message-ID: <730f27bct0e745518056590dac05ad8e@omb.eop.gov>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: b92aba96ece04ae8308df1ca9c06b61f  
Attachments: NOLA Agenda.docx

Emily—

For your review (Word version attached if you need to share with Staff). We can change anything you want. It looks like quite a bit, but it is all close and easy from one to another AND historic

Suzette

<b>Saturday</b>	
3:00 PM	Café DuMonde, café au lait and beignets (800 Decatur)
3:30 PM	New Orleans French Quarter walking excursion <i>French Market, Jackson Square, St Louis Cathedral, voodoo shop and other fun</i>
	Change for Dinner
6:45 PM	Dinner at Arnaud's, French Quarter (813 Bienville St) Bourbon Street stroll and people watching to nightcap at Monteleone Carousel bar-That turns/Windsor Court Polo Bar/Roosevelt Sazerac Bar (where the drink was invented)
<b>Sunday</b>	
9:45 AM	Brunch (Commander's, Ruby Slipper or Brenann's)
11:00 AM	World War II Museum (Special Tour)
1:30 PM	Late lunch in Uptown, likely Mahoney's (3454 Magazine St)
2:30 PM	Academy of the Sacred Heart (4521 Saint Charles Ave) <a href="https://www.ashrosary.org">https://www.ashrosary.org</a> – Website with History
5:00 PM	Stoll Audubon Park
6:00 PM	Drinks at The Columns Inn (3811 St Charles Avenue)
7:00 PM	Street car ride back to hotel
	Refresh
TBD	Dinner <i>Multiple options—Can do smaller, quaint, local OR bigger if there are Others arriving that you would like to invite</i>

Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

NOLA Agenda.docx

From: "Rateike, Bradley A. EOP/WHO" (b) (6)

To: "emily.murphy@gsa.gov" <emily.murphy@gsa.gov>, "brennan.hart@gsa.gov" <brennan.hart@gsa.gov>

Subject: **Post work**

Date: **Mon, 3 Jul 2017 19:08:22 +0000**

Message-ID: <7D990094-F38B-47B8-A137-A28874BE63B2@who.eop.gov>

X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: 21ea29091044ad71ba33e38056a53fce

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My wife and I were have dinner at 6:30 pm in Shaw, but we're going to get some drinks before in case you guys have the chance to depart early. We were thinking some place "close", like Hive Bar, Tonic or Founding Farmers (if we can get in). Let us know!

Brad Rateike  
White House Communications  
(b) (6) =

From: Richard Beckler - L <[richard.beckler@gsa.gov](mailto:richard.beckler@gsa.gov)>  
Date: Fri, 26 May 2017 18:16:23 -0400  
Message-ID: <8889846957865940625@unknownmsgid>  
Subject: **Re: COMMS HAPPY HOUR**  
To: Brennan Hart - S <[brennan.hart@gsa.gov](mailto:brennan.hart@gsa.gov)>  
Cc: Emily Murphy - AC <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>, Mike Downing - AC <[michael.downing@gsa.gov](mailto:michael.downing@gsa.gov)>, Jeff Post - S <[jeffrey.post@gsa.gov](mailto:jeffrey.post@gsa.gov)>, Emily McBride - A <[emily.mcbride@gsa.gov](mailto:emily.mcbride@gsa.gov)>, Bridget Brennan - AC <[bridget.brennan@gsa.gov](mailto:bridget.brennan@gsa.gov)>, "corey.cooke@gsa.gov" <[corey.cooke@gsa.gov](mailto:corey.cooke@gsa.gov)>, Robert Sinners - WA <[robert.sinners@gsa.gov](mailto:robert.sinners@gsa.gov)>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 1c86e57a81bbc09bc51eee9ecc36d5aa

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This USA longholiday weekend. But we have to do this again please schedule us event for some other Friday. Hope y'all enjoy your self

Sent from my iPhone

On May 26, 2017, at 1:58 PM, Brennan Hart - S <[brennan.hart@gsa.gov](mailto:brennan.hart@gsa.gov)> wrote:

-----  
P. Brennan Hart III  
Associate Administrator, Congressional & Intergovernmental Affairs  
202-501-0563 (main)  
202-969-7292 (direct)  
(b) (6) (mobile)  
[Brennan.Hart@GSA.gov](mailto:Brennan.Hart@GSA.gov)

----- Forwarded message

**From:** "Dorr, Kaelan K. EOP/WHO" (b) (6)  
**Date:** May 26, 2017 at 1:47:10 PM EDT  
**To:** "Dorr, Kaelan K. EOP/WHO" (b) (6)  
**Subject:** COMMS HAPPY HOUR

Attention! Attention! [This is an urgent news bulletin!](#)

Have you ever sat around and wondered aloud to yourself “Man, how cool would it be if WH comms, Cabinet Affairs and Cabinet Communicators all happened to show up at the same bar at the same time after work?” Well wonder no further! I wanted to invite all the comms folks in our Cabinet agencies as well as our WH comms crew to meet at The Bottom Line (1716 I St NW, Washington, DC 20006) tonight around 5:30pm EST for drinks and fellowship. Totally informal event – absolutely zero structure, but figured it’d be fun to get everyone in one place and socialize outside of work. Feel free to forward this along to anyone I missed...or really anyone at all...and holler if you have any questions!

From: "Doyle, Emma K. EOP/WHO" (b) (6)

To: Emily Murphy - A <emily.murphy@gsa.gov>

Subject: **Re: Contact question**

Date: Tue, 14 Apr 2020 18:26:59 +0000

Message-ID: <43F9DDA4-9D19-4F74-A491-B6A6EBF2C5CC@who.eop.gov>

X-Source-Folder: GSA-2022-001416-emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: 96dc63a20bc0f2f811ca3c03ab53a90d

Thank you! This is perfect - really appreciate it.

On Apr 13, 2020, at 6:32 PM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Hi Emma -

Good to hear from you, and I'm happy to help. A few thoughts:

1) I'd start with their local PTAC - ><https://www.aptac-us.org/>< - these are free resources that can help with the paperwork and navigating the process. DOD pays for the PTACs and they are quite good. They do for free what other companies will charge 10k+ to do.

2) Next, if they are a small business, have them contact Brian Barnes ([brian.barnes@gsa.gov](mailto:brian.barnes@gsa.gov)). He runs GSA's Office of Small Business Utilization, and they can help with the schedules.

3) Basics of getting on schedule are here: ><https://www.gsa.gov/about-us/events-and-training/gsa-training-programs/training-for-vendors/how-to-get-on-schedule><

4) The type of work they do is likely to influence who else I'd suggest they talk to, but the best overall point of contact is Stephanie Shutt ([Stephanie.Shutt@gsa.gov](mailto:Stephanie.Shutt@gsa.gov)) who runs the Multiple Award Schedules PMO.

Hope you are doing well and staying safe. I look forward to catching up soon.

Best,

Emily

On Mon, Apr 13, 2020 at 5:53 PM Doyle, Emma K. EOP/WHO <[Emma.K.Doyle@who.eop.gov](mailto:Emma.K.Doyle@who.eop.gov)> wrote:

Hey Emily - sorry to bother you during what I'm sure is a crazy time, but a friend of a friend had a question about getting his company on the GSA schedule to be able to service USG contracts, and while I don't know the person or company in question, I said I'd reach out to you to see if there's someone at GSA to whom I can steer these folks.

Hopefully an easy one - I know this is several levels below your pay grade, but figured it couldn't hurt to ask.

Hope you're well, and looking forward to catching up when grabbing a drink after work is possible again!

Best,

Emma

--  
□

From: "Moorhead, Quellie U. EOP/WHO" (b) (6)

To: "Liddell, Christopher P. EOP/WHO" (b) (6)

Subject: **RE: Election night drinks**

Date: Tue, 6 Nov 2018 18:08:53 +0000

Message-ID: <37e0334287f64a9ab59ce4183549e0f3@who.eop.gov>

X-Source-Folder: GSA-2022-001416-emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: 6144706b5f181ca050db61ba991d7f40

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Hi All,

Chris is looking forward to hosting you tonight starting at 6 PM – please feel free to drop by after earlier evening plans.

Also, he wanted to share that business attire is not required.

Kind regards,  
Quellie

---

**From:** Liddell, Christopher P. EOP/WHO

**Sent:** Monday, October 29, 2018 1:53 PM

**To:** Moorhead, Quellie U. EOP/WHO (b) (6)

**Subject:** Election night drinks

Hi All

We'd love to have you ( and your wife/husband/partner) around for drinks to watch election night unfold

Time – next Tuesday 6.00pm until whenever

Address – (b) (6)

Light food and a drink ( to celebrate...)

Let me know when you can if you can make it

Chris and Renee

From: "DeStefano, John J. EOP/WHO" (b) (6)  
To: Emily Murphy - A <emily.murphy@gsa.gov>  
Subject: **Re: Follow Up**  
Date: Thu, 26 Oct 2017 13:33:34 +0000  
Message-ID: <4DF17012-8011-41BD-A714-950ACA61D719@who.eop.gov>  
X-Source-Folder: GSA-2022-001416-emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 42c38ca95a5f960aa2eb49fca15853a3

Cosi works.

On Oct 26, 2017, at 9:16 AM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Ok. Cosi or somewhere else?

On Thu, Oct 26, 2017 at 9:11 AM DeStefano, John J. EOP/WHO (b) (6) wrote:  
430?

On Oct 26, 2017, at 9:04 AM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Hi Johnny -  
Just following up before things start to get crazy for the day.  
Thanks,  
Emily

On Wed, Oct 25, 2017 at 5:20 PM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:  
Of course. I'm free from 2 to 3 or after 4:30. If those don't work, I can move anything other than my 12-2 pm. Let me know where. Safe travels.

On Wed, Oct 25, 2017 at 5:17 PM DeStefano, John J. EOP/WHO (b) (6) wrote:  
Shit I'm sorry. I had to travel last minute but I didn't tell anyone about this bc I didn't want it on my schedule so when Courtney cleared it she didn't know to call you.

I'm sorry. Can we do tomorrow?

On Oct 25, 2017, at 4:14 PM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Just making sure we're still on.

On Tue, Oct 24, 2017 at 5:52 PM Emily Murphy - A <emily.murphy@gsa.gov> wrote:  
Sounds good. See you at Cosi.

On Tue, Oct 24, 2017 at 5:40 PM DeStefano, John J. EOP/WHO (b) (6) wrote:  
Actually I have a 6pm here. Cosi or something?

On Oct 24, 2017, at 5:39 PM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Sure. Where?

On Tue, Oct 24, 2017 at 5:37 PM DeStefano, John J. EOP/WHO (b) (6) wrote:  
Let's do 5 if that works. I can meet you somewhere?

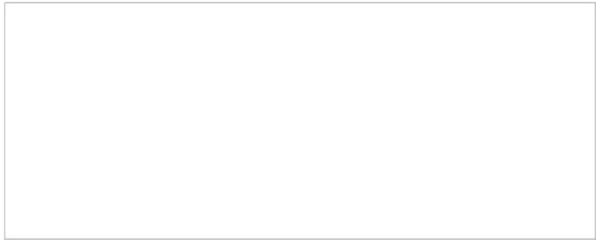
On Oct 24, 2017, at 5:36 PM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Sounds good. 1:30? I have to head to the FBI at 3, but am free again after 5.

On Tue, Oct 24, 2017 at 5:34 PM DeStefano, John J. EOP/WHO (b) (6) wrote:  
Tomorrow afternoon?

On Oct 24, 2017, at 5:33 PM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Hi Johnny -  
I know you are swamped, but is there any time we could talk in the near future? I'm happy to come over, grab coffee or a drink, or just do a phone call. I think I need to follow up with you on our last meeting.  
Thanks,  
Emily



From: "Pinkerton, Elizabeth D. EOP/WHO" (b) (6)  
To: Emily Murphy - A <emily.murphy@gsa.gov>  
Subject: **Re: Hey**  
Date: Fri, 10 Aug 2018 13:37:12 +0000  
Message-ID: <E0FA1D6F-7E20-450A-9EAD-8B327B6FA8DB@who.eop.gov>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 0bf6c8af4e59fe14bda916229222adcd

Let me know when is good for you!

On Aug 9, 2018, at 12:23 PM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

I would love to!

On Wed, Aug 8, 2018 at 5:16 PM Pinkerton, Elizabeth D. EOP/WHO (b) (6) wrote:

Hi Emily,

Hope your travels are going smoothly.

Missed you yesterday, but your team represented GSA well!

Lemme know if you want to grab a drink when you get back.

Hang in there!!!

Elizabeth Dial Pinkerton

Director

President's Commission on White House Fellowships

main: 202-395-4522 | direct: (b) (6)

(b) (6)

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□

From: "Doocey, Sean E. EOP/WHO" (b) (6)  
To: Emily Murphy - A <emily.murphy@gsa.gov>, "jack.s.john@gsa.gov" <jack.stjohn@gsa.gov>  
Subject: RE: Julie Roberts  
Date: Fri, 3 Mar 2017 16:08:05 +0000  
Message-ID: <7c97f80c9406427abbd0acd1d472708e@who.eop.gov>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: a3941951d6a7f2dda6bef719f00d70b4

Temp Schedule C would be great.

We should do gift vault followed by drinks someday. No reason not to combine two things into one.

Thanks!  
Sean

**From:** Emily Murphy - A [mailto:emily.murphy@gsa.gov]  
**Sent:** Friday, March 3, 2017 11:07 AM  
**To:** Doocey, Sean E. EOP/WHO (b) (6) jack.stjohn@gsa.gov  
**Subject:** Re: Julie Roberts

Absolutely. Can we use a TTemp Sched C, or should we use the normal process?

On the gift vault, we can get you in any day before 3 pm- just let us know when.

Also, may I bend your ear at some point? I'll keep it brief, unless you want to grab a drink.

On Fri, Mar 3, 2017 at 11:01 AM Doocey, Sn E. EOP/WHO (b) (6) wrote:

Hello!

The VP has asked that we help Julie locate a position while her Top Secret investigation is completed at FEMA. Is there a role at GSA where she could help for a couple of months and positively contribute?

Thanks, Sean

Sean Doocey  
Special Assistant to the President &  
Deputy Director of Presidential Personnel  
E: (b) (6)  
O: (b) (6)  
M: (b) (6)

--

From: Carla Sansalone - AC <carla.sansalone@gsa.gov>  
Date: Fri, 16 Feb 2018 13:52:33 -0500  
Message-ID: <CANUpP=O+xSO2uSbgc+\_G7TnGeZ=RydHvPAAxfiJyk87zqPgmpQ@mail.gmail.com>  
Subject: **Re: Lunch sometime**  
To: "Reese, Christopher M. EOP/WHO" (b) (6)  
Cc: Emily Murphy - A <emily.murphy@gsa.gov>, "Kelly, Marcia L. EOP/WHO" (b) (6) Carla Virgilio <carla.virgilio@gsa.gov>  
X-Source-Folder: GSA-2022-001416-emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 7bf548f7f5c2628372cb50c45b30c172

No problem. Yes, 1:15pm works for Emily. Thank you.

Best,  
Carla

Carla Virgilio Sansalone  
Special Assistant to the Administrator  
Office of the Administrator and Chief of Staff  
U.S. General Services Administration  
(b) (6) - cell  
(202) 969-7530 - office



On Fri, Feb 16, 2018 at 1:46 PM, Reese, Christopher M. EOP/WHO (b) (6) wrote:

Apologies,

Would 1:15pm work? The Mess was fully booked for Noon.

**Chris Reese**  
*Operations Manager and Aide to the Director*  
White House Management & Administration  
Executive Office of the President

(b) (6)  
C: (b) (6)

**From:** Carla Sansalone - AC [mailto:carla.sansalone@gsa.gov]  
**Sent:** Friday, February 16, 2018 1:06 PM  
**To:** Reese, Christopher M. EOP/WHO (b) (6)  
**Cc:** Emily Murphy - A <emily.murphy@gsa.gov>; Kelly, Marcia L. EOP/WHO (b) (6) Carla Virgilio <carla.virgilio@gsa.gov>  
**Subject:** Re: Lunch sometime

Hi Chris -

That works. We can lock it in!

Best,  
Carla

Carla Virgilio Sansalone  
Special Assistant to the Administrator  
Office of the Administrator and Chief of Staff  
U.S. General Services Administration  
(b) (6) - cell  
(202) 969-7530 - office



On Fri, Feb 16, 2018 at 10:20 AM Kelly, Marcia L. EOP/WHO <(b) (6)> wrote:

Hi  
May we do lunch or grab a drink sometime?

*Marcia Lee Kelly*  
Deputy Assistant to the President  
Director, White House Management and Administration  
Director, Executive Office of President - Office of Administration  
(b) (6)  
(b) (6)

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Message-ID: <CALC5MEypjVkfGm9wtN8gH5dDNf=KnquLqEpBy3M2OLRUrkq6g@mail gmail.com>  
Date: Fri, 16 Feb 2018 15:23:13 +0000  
Subject: **Re: Lunch sometime**  
From: Emily Murphy - A <emily.murphy@gsa.gov>  
To: "Kelly, Marcia L. EOP/WHO" (b) (6)  
Cc: Carla Virgilio <carla.virgilio@gsa.gov>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 18ad9905994a15b37a4e6fa77e0b48b7

That would be great. Adding Carla to find us a time.

On Fri, Feb 16, 2018 at 10:20 AM Kelly, Marcia L. EOP/WHO (b) (6) wrote:

Hi  
May we do lunch or grab a drink sometime?

*Marcia Lee Kelly*  
Deputy Assistant to the President  
Director, White House Management and Administration  
Director, Executive Office of President - Office of Administration

(b) (6)  
[Redacted]

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EMILY W. MURPHY  
ADMINISTRATOR  
U.S. GENERAL SERVICES ADMINISTRATION  
202.501.0800  
Emily.Murphy@gsa.gov    www.gsa.gov

From: "Kelly, Marcia L. EOP/WHO" (b) (6)  
To: 'Emily Murphy - A' <emily.murphy@gsa.gov>  
CC: Carla Virgilio <carla.virgilio@gsa.gov>, "Reese, Christopher M. EOP/WHO" (b) (6)

Subject: **RE: Lunch sometime**

Date: Fri, 16 Feb 2018 16:08:00 +0000

Message-ID: <e658f5ebbd574c5d9a220f783922f52a@who.eop.gov>

X-Source-Folder: GSA-2022-001416-emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: 908e2341e2bf39e0d63827709dc90aec

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Fantastic...adding Chris

Do you want to do Navy Mess?

*Marcia Lee Kelly*

Deputy Assistant to the President  
Director, White House Management and Administration  
Director, Executive Office of President - Office of Administration

(b) (6)

**From:** Emily Murphy - A [mailto:emily.murphy@gsa.gov]

**Sent:** Friday, February 16, 2018 10:23 AM

**To:** Kelly, Marcia L. EOP/WHO (b) (6)

**Cc:** Carla Virgilio <carla.virgilio@gsa.gov>

**Subject:** Re: Lunch sometime

That would be great. Adding Carla to find us a time.

On Fri, Feb 16, 2018 at 10:20 AM Kelly, Marcia L. EOP/WHO (b) (6) wrote:

Hi

May we do lunch or grab a drink sometime?

*Marcia Lee Kelly*

Deputy Assistant to the President  
Director, White House Management and Administration  
Director, Executive Office of President - Office of Administration

(b) (6)

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Date: Tue, 31 Jul 2018 14:55:17 -0400  
Message-ID: <CALC5MEwEb4-CqHObLTCrMJon0kSLssQJU7zhbx-ukGx-ef\_Hdg@mail.gmail.com>  
Subject: **Re: New Orleans Agenda**  
From: Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>  
To: "Kent, Suzette K. EOP/OMB" (b) (6)  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: b55a40c61d8e4c890b31294aefd2f6e6

This looks great- Thank you!

On Tue, Jul 31, 2018 at 2:22 PM Kent, Suzette K. EOP/OMB (b) (6) wrote:

Emily—

For your review (Word version attached if you need to share with Staff). We can change anything you want. It looks like quite a bit, but it is all close and easy from one to another AND historic

Suzette

**Saturday**

3:00 PM                    Café DuMonde, café au lait and beignets (800 Decatur)  
3:30 PM                    New Orleans French Quarter walking excursion  
*French Market, Jackson Square, St Louis Cathedral, voodoo shop and other fun*  
                              Change for Dinner  
6:45 PM                    Dinner at Arnaud's, French Quarter (813 Bienville St)  
  
Bourbon Street stroll and people watching to nightcap at Monteleone Carousel bar-That turns/Windsor Court Polo Bar/Roosevelt Sazerac Bar (where the drink was invented)

**Sunday**

9:45 AM                    Brunch                    (Commander's, Ruby Slipper or Brenann's)  
11:00 AM                    World War II Museum (Special Tour)  
1:30 PM                    Late lunch in Uptown, likely Mahoney's (3454 Magazine St)  
2:30 PM                    Academy of the Sacred Heart (4521 Saint Charles Ave)  
  
<https://www.ashrosary.org> – Website with History  
5:00 PM                    Stoll Audubon Park  
6:00 PM                    Drinks at The Columns Inn (3811 St Charles Avenue)  
7:00 PM                    Street car ride back to hotel  
  
                              Refresh  
TBD                         Dinner  
  
*Multiple options—Can do smaller, quaint, local OR bigger if there are*  
  
*Others arriving that you would like to invite*



Message-ID: <CALC5MEwEJ-pNJFcmOj768N7xF1eZVge+snNP4VshE5\_vMahl0g@mail.gmail.com>

Date: Mon, 03 Jul 2017 20:56:25 +0000

Subject: **Re: Post work**

From: Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>

To: "Rateike, Bradley A. EOP/WHO" (b) (6)

Cc: "brennan.hart@gsa.gov" <[brennan.hart@gsa.gov](mailto:brennan.hart@gsa.gov)>

X-Source-Folder: GSA-2022-001416-emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: 1df890fd313c421a1fa7c688af9b8c86

Ok, I'll be there.

On Mon, Jul 3, 2017 at 4:55 PM Rateike, Bradley A. EOP/WHO (b) (6) wrote:

They say someone needs to come down to get us. On E Street side.

Brad Rateike

White House Communications

(b) (6)

On Jul 3, 2017, at 4:36 PM, Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)> wrote:

Either one - 6th floor is the old suite.

On Mon, Jul 3, 2017 at 4:35 PM Rateike, Bradley A. EOP/WHO (b) (6) wrote:

We'll head that way. I'll call Brennan if I can't get her in (F Street Entrance, right?)

Brad Rateike

White House Communications

(b) (6)

On Jul 3, 2017, at 4:33 PM, Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)> wrote:

Now? Can you get Lawren in, or do we need to come down?

On Mon, Jul 3, 2017 at 4:31 PM Rateike, Bradley A. EOP/WHO (b) (6) wrote:

Yes. That would be lovely. When should we meet you?

Brad Rateike

White House Communications

(b) (6)

On Jul 3, 2017, at 4:17 PM, Emily Murphy - A <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)> wrote:

I'm getting my nails done at six, but would you care to join us for a libation in the historic dining room of GSA?

On Mon, Jul 3, 2017 at 3:08 PM Rateike, Bradley A. EOP/WHO (b) (6) wrote:

My wife and I were have dinner at 6:30 pm in Shaw, but we're going to get some drinks before in case you guys have the chance to depart early. We were thinking some place "close", like Hive Bar, Tonic or Founding Farmers (if we can get in).

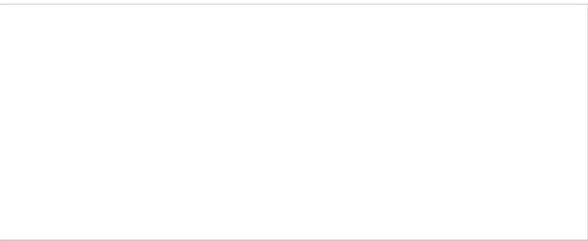
Let us know!

Brad Rateike

White House Communications

(b) (6)

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From: "McBride, Emily J. EOP/WHO" (b) (6)  
To: 'Emily Murphy - A' <emily.murphy@gsa.gov>  
Subject: RE: White House Bowling Alley Tonight  
Date: Wed, 20 Sep 2017 15 01:41 +0000  
Message-ID: <59e29e9d62d44e65ba55ea46603c6aa1@who.eop.gov>  
X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 3e6ab0180d845657a2de507be874778b

I have not reached out to her, been a bit swamped this morning unfortunately! I have forgotten how to spell her last name already also. Would you mind asking her to email me? I'll get her WAVES from her and clear her separately.

I would love CFA but will be happy with anything you bring. Just excited to see y'all! Also, FYI, still planning on seeing you and Jack here in Cabinet Affairs at 6pm.

-Emily

From: Emily Murphy - A [mailto:emily.murphy@gsa.gov]  
Sent: Wednesday, September 20, 2017 10:59 AM  
To: McBride, Emily J. EOP/WHO (b) (6)  
Subject: Re: White House Bowling Alley Tonight

Looking forward to it - Brennan said you ok'd inviting Carla. Have you reached out to her re: WAVES? Any special requests? Should we make Brennan bring Chik Fil A?

On Wed, Sep 20, 2017 at 10:55 AM McBride, Emily J. EOP/WHO (b) (6) > wrote:

Hey everyone,

Thank you all for RSVPing for the bowling alley tonight. Some logistical information - we have the bowling alley reserved from 7:00-9:00, and you are cleared to enter the White House complex starting at 6:30 p.m. Please enter through the visitor's entrance located at 17th Street and State Place. Present the guards with your driver's license (GSA folks, your PIV card works as well) and they will direct you to the next checkpoint to enter the Eisenhower Executive Office Building.

The entrance to the bowling alley is located on the center hallway of the ground floor (the floor you will enter on) of the EEOB - Room 037. If you have any issues locating it, give me a call at (b) (6)

You are welcome (encouraged, even) to bring food and drinks with you tonight, but keep in mind that all of it will need to go through the x ray machine. Feel free to coordinate amongst yourselves. For those of you bringing wine, I have a corkscrew, so don't worry about getting one of those in.

Feel free to reach out with any questions. I look forward to seeing you all tonight!

Emily J. McBride  
Associate Director  
Office of Cabinet Affairs  
The White House  
(b) (6)

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From: Kimberly McCabe (b) (6)

Date: Wed, 14 Mar 2018 23:08:38 -0400

Subject: **Thinking about you... Thinking about you...**

Message-Id: <18602BF7-CBD6-4987-BB87-E19712B0E6AC@gmail.com>

To: Emily Murphy <[emily.murphy@gsa.gov](mailto:emily.murphy@gsa.gov)>

X-Source-Folder: GSA-2022-001416--emily.murphy@gsa.gov\_0

X-Email-Hash-MD5: a74318a40bfe5e7a943aa5ae861a04f1

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You doing OK? Want to grab drinks just us... No work... And catch up?

Kymm

From: "Kent, Suzette K. EOP/OMB" (b) (6)  
To: "emily.murphy@gsa.gov" <emily.murphy@gsa.gov>  
CC: "thad.brock@gsa.gov" <thad.brock@gsa.gov>, "Friedman, Haley Z. EOP/OMB" (b) (6)  
Subject: **Update New Orleans Agenda**  
Date: Thu, 2 Aug 2018 13:54:45 +0000  
Message-ID: <9814e1757fb84b1497b386badd249360@omb.eop.gov>  
X-Source-Folder: GSA-2022-001416-emily.murphy@gsa.gov\_0  
X-Email-Hash-MD5: 59e18da69276e8409865a9d11308ba04

Emily—

Updated agenda and one new option. It just so happens that Saturday is the Arts District “White Linen Night” if you might have interest in walking around that event after dinner. Weblink attached.

Suzette

**Saturday**

3:00 PM           Café DuMonde, café au lait and beignets (800 Decatur)  
3:30 PM           New Orleans French Quarter walking excursion  
                    *French Market, Jackson Square, St Louis Cathedral, voodoo shop and other fun*  
                    Change for Dinner  
7:00 PM           Dinner at Commander’s Palace, Uptown (1403 Washington Avenue)  
                    We will walk the graveyard afterwards and are invited to White Linen Night in the Arts District IF you are interested in more strolling.  
                    <https://www.neworleans.com/event/whitney-white-linen-night/3304> (\$10 fee)

**Sunday**

9:45 AM           Brunch           (Ruby Slipper or Brenann’s)  
12:00 PM          World War II Museum (Special Tour)  
                    Late lunch in Uptown, likely Mahoney’s (3454 Magazine St)  
3:30 PM           Academy of the Sacred Heart (4521 Saint Charles Ave)  
                    <https://www.ashrosary.org> – Website with History  
5:00 PM           Stoll Audubon Park  
6:00 PM           Drinks at The Columns Inn (3811 St Charles Avenue)  
7:00 PM           Street car ride back to hotel  
                    Refresh  
TBD               Dinner  
                    *Multiple options—Can do smaller, quaint, local OR bigger if there are*  
                    *Others arriving that you would like to invite*

X-Email-Hash-MD5: 198d18b2c66de1b6e0da92219a04ada9

**Enter the White House Complex at the intersection of  
15th St NW and Alexander Hamilton Place NW**



## Friendly Reminders

- ✓ **Dress for the weather**  
Guests will be standing outside before their tour.
- ✓ **Eat a snack and hydrate prior to arrival**  
Guests are prohibited from bringing outside food and drink into the White House.
- ✓ **There are no restrooms available inside the White House**  
Restrooms are located at the Ellipse Visitor Pavilion and the White House Visitor Center.
- ✓ **Only approved guests are permitted on tours**  
Unapproved additions and/or substitutions to your guest list are strictly prohibited and will be turned away by US Secret Service.
- ✓ **Tours are self-guided**  
Secret Service Officers are posted throughout the White House to provide historical information, all you have to do is ask!
- ✓ **What to leave at home**  
Certain items are [prohibited](#). Guests should not bring these items with them as there is nowhere to store belongings and US Secret Service will confiscate certain materials and items.

On behalf of President and Mrs. Trump, we hope that your group enjoys their visit to the White House.

Sincerely,

White House Visitors Office

- ✓ Enter the White House Complex at the intersection of 15th St NW and Alexander Hamilton Place NW



### Friendly Reminders

**Dress for the weather**



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**Eat a snack and hydrate prior to arrival**



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**Tours are self-guided**



Secret Service Officers are posted throughout the White House to provide historical information, all you have to do is ask!

**What to leave at home**



Certain items are [prohibited](#). Guests should not bring these items with them as there is nowhere to store belongings and US Secret Service will confiscate certain materials and items.

On behalf of President and Mrs. Trump, we look forward to seeing you tomorrow.

Sincerely,

White House Visitors Office